



Junior Achievement of Saskatchewan Business Hall of Fame AWARDS

**Thursday, June 5, 2014
Regina, SK**

*Note deadlines for RECEIPT
of Award Nominations/Applications:*

*Semester 1 Companies
ALL NOMINATIONS – **Friday, January 31, 2014***

*Semester 2 Companies
INDIVIDUAL AWARDS – **Friday, May 16, 2014**
TEAM AWARDS – **Friday, May 30, 2014***

*Send to:
Junior Achievement of Saskatchewan
4500 Rochdale Boulevard
Regina, SK S7K 5T6*

*Direct inquiries to:
kgagne@jasask.org*

*Awards Selection Committee is made up of
Junior Achievement of Saskatchewan Board Members.*

INDIVIDUAL AWARDS

Award	Criteria	Application Requirement
Human Resource Management	This award is presented to the achiever who maintained accurate, orderly records and took pride in his/her position in a professional manner. This achiever has displayed exceptional ability to motivate and train staff, to facilitate teamwork, and to ensure that each team member played a meaningful role and was valued for his/her contribution to the company.	<p><i>Each award nomination requires:</i></p> <ul style="list-style-type: none"> • recorded responses to 6 interview questions, uploaded as per instructions yet tbd • completed nomination form • Resume <p><i>Interview questions and evaluation rubric can be found on page 5. Nomination forms start on page 10.</i></p>
Information Technology Excellence	This award is presented to the achiever who took pride in his/her position in a professional manner and showed initiative in the area of Information Technology development and management.	
Production Excellence	This award is presented to an achiever who has shown him/herself a leader in the company's overall production initiative and who took great pride in the work.	
Marketing Excellence	This award is presented to the achiever who displayed outstanding efforts in the fields of promotion and marketing. The achiever will have shown a creative ability in sales, promotion and marketing.	
Environment, Health, and Safety	This award honors the Achiever who played a significant role in the development, implementation, monitoring, and ongoing improvement of the company's plan for a healthy and safe working environment.	
Financial Management	This award is presented to the achiever who has shown outstanding abilities in handling, recording and balancing the company's finances. This achiever has maintained accurate financial records, has shown responsibility and leadership, and could report on the company's financial position at any given moment.	
President of the Year	This award is presented to the Achiever who has exhibited the qualities and abilities that make an exceptional leader. As President of the company, he/she has led with competence and confidence, provided mentorship to team members, and has been an outstanding ambassador for the company.	
Salesperson of the Year	This award is presented to the Achiever with high individual sales of company products or services and who has shown outstanding professionalism, initiative and perseverance in the selling of the company's products and services.	<ul style="list-style-type: none"> • Completed nomination form, found on page 17

Best 1st Year Achiever (awarded <i>only</i> to an After-School participant)	This award is presented to the Achiever who has grasped the meaning and objective of Junior Achievement and the Company Program. He or she has shown an enthusiasm and willingness to learn about business, positively impacting the company's overall success and the Junior Achievement experience of others.	<ul style="list-style-type: none"> • letter of recommendation from teacher/advisor/mentor • resume • recorded responses to 6 interview question, uploaded as per instructions yet tbd <p><i>Interview questions and evaluation rubric can be found on page 5</i></p>
Spirit of JA	This award is presented to the Achiever who has displayed throughout the year enthusiasm and dedication to the Company Program that embodies the spirit of Junior Achievement. This involves a commitment to learning excellence and a promotion of the idea of dedication to business success.	<ul style="list-style-type: none"> • letter of recommendation from teacher/advisor/mentor
Professional Leadership	This award is presented to the Achiever who presents a positive business approach with exceptional public relations and dedication to ensuring the success of his/her Junior Achievement Company. This Achiever will have shown outstanding leadership not only in his or her Company but also in the Program as a whole. Representing Saskatchewan and Canada, the award recipient will travel to the annual Next Generation Leaders Forum, an international conference hosted by Junior Achievement of Canada and attended by Achievers from around the world.	<ul style="list-style-type: none"> • resume • recorded speech (minimum 2-3 minutes) that addresses the topic, "Leadership is _____" uploaded as per instructions yet tbd • letter of recommendation from teacher/advisor/mentor <p><i>Evaluation rubric can be found on page 6.</i></p>
Achiever of the Year	This award is presented to the outstanding Achiever who has displayed dedication and overwhelming commitment to the Company Program throughout the year. The recipient will have shown exceptional leadership and perseverance as well as a willingness to help fellow Achievers develop business skills. Representing Saskatchewan and Canada, the award recipient will travel to the annual Next Generation Leaders Forum, an international conference hosted by Junior Achievement of Canada and attended by Achievers from around the world.	<ul style="list-style-type: none"> • Resume • recorded speech (minimum 2-3 minutes) that addresses the topic, "What Personal Achievement Means to Me" uploaded as per instructions TBD • letter of recommendation from teacher/advisor/mentor <p><i>Evaluation rubric can be found on page 6.</i></p>

TEAM AWARDS

Award	Criteria	Application Requirement
Teamwork	To attain this award the company must display a team effort in sales and production, have each Achiever sell at least two products, and keep accurate and complete records. This Award is given to the company that embodies the JA spirit and objectives.	<ul style="list-style-type: none"> • <i>(maximum) one-page summary detailing the company's 'fit' with the award criteria – submitted by teacher/advisor/mentor</i>
Product Design	This award is presented to the company whose product best incorporates a combination of imagination, creativity, marketability, construct ability and materials cost.	<ul style="list-style-type: none"> • <i>Written submission OR a DVD submission detailing the company's product development journey (answering such questions as, 'How did the company determine its product idea? What opportunity does it address? What prototypes were developed? What does it cost to produce? How is it produced? etc.)</i> • <i>submission of a sample product(s) or, as a minimum, high quality photograph(s)</i>
Most Improved Company	This award is presented to the company that has displayed the most improvement in overall company operations. This Company has shown the perseverance and dedication to overcome challenges and ensure growth and development in the Company Program.	<ul style="list-style-type: none"> • <i>(maximum) one-page summary detailing the company's obstacles/challenges and its strategies to overcome – submitted by teacher/advisor/mentor</i>
Company of the Year	This award is presented to the company that achieved the minimum standards of 80% attendance, strong sales, high degree of production and commercial development of the product, prompt payment of wages and invoices, meeting of shareholders reports requirement, general spirit and participation by all. The company will have embodied the spirit of JA, which is the gaining of business knowledge, as well as the promotion of teamwork and cooperation.	<i>Application package consisting of:</i> <ul style="list-style-type: none"> • <i>Business plan</i> • <i>Minutes of all meetings</i> • <i>Sample product or high-quality photo of product</i> • <i>Final shareholders' report</i>

EVALUATION RUBRICS AND NOMINATION FORMS

ACHIEVER RESPONSES EVALUATION FORM

Last Name _____

First Name _____

Company _____

Position _____

	Score
QUESTIONS	
Scale: 4 - answers question fully with detail 3 - answers question with some detail 2 - answers question but with no detail 1 - unable to answer question	
1. How many years have you been in Company Program? (optional) Why did you sign up for Company Program/Entrepreneurship 30?	
2. Tell me a bit about your company and your position.	
3. Why do you believe this position was a good fit for you and how did you use this position to help in your company's success?	
4. What was the most important thing you learned from your experience in JA and how do you think you will use what you learned?	
5. In what area do you think you could most improve, and how would that benefit you?	
6. Describe a challenge that you or your company had and how it was overcome.	
GENERAL PERFORMANCE RATING SCALE	
4 – excellent 3 – good 2 – fair 1 – poor	
Professional Appearance (appears neat, clean and tidy; dressed in business attire)	
Professional Presentation (Presentation is clear, crisp and easy to understand; pace of presentation, voice projection, pronunciation and enunciation make it easy to listen to)	
Professional Attitude (appears confident, enthusiastic, and positive)	
TEACHER/ADVISOR RECOMMENDATION	
4 – excellent 3 – good 2 – fair 1 – poor	
Provides strong support of candidate	
Provides concrete correlations between award criteria and candidate	
RESUME	
2 - excellent 1.5 – good 1 – fair .5 – poor	
Professional in every aspect – content, format, and appearance	
Evokes the response, 'I'd hire this person!'	
TOTAL SCORE	_____/48

PROFESSIONAL LEADERSHIP AND ACHIEVER OF THE YEAR AWARDS SPEECH EVALUATION FORM

Last Name _____

First Name _____

Company _____

Position _____

		Score
Evaluation Level Criteria: Level 4 – High Degree/excellent Level 3 – Considerable Degree/good Level 2 – Some Degree/fair Level 1 – Limited to No Degree/poor		
SPEECH		
Addresses the award topic		
Begins with an attention-grabbing introduction		
Progresses in a well-planned thoughtful presentation that leads to a clear conclusion/summary		
Demonstrates a depth of understanding and wealth of ideas		
Articulates a personalized point of view, referencing personal experiences		
Professionalism - Appearance <ul style="list-style-type: none"> appears neat, clean and tidy; dressed in business attire 		
Professionalism – Presentation <ul style="list-style-type: none"> Presentation is clear, crisp and easy to understand; pace of presentation, voice projection, pronunciation and enunciation make it easy to listen to; eye contact, gestures and posture enhance—not detract 		
Professionalism – Attitude <ul style="list-style-type: none"> Candidate appears confident, enthusiastic, and positive 		
TEACHER/ADVISOR RECOMMENDATION		
Provides strong support of candidate		
Provides concrete correlations between award criteria and candidate		
RESUME		
2 - excellent 1.5 – good 1 – fair .5 – poor		
Professional in every aspect – content, format and appearance		
Candidate shows demonstrated leadership in community/school		
Evokes the response, 'I'd hire this person!'		
TOTAL		_____/46

COMPANY OF THE YEAR EVALUATION FORM

Company Name: _____

Opening Share Value: _____ Closing Share Value: _____

Number of Company Members: _____

Company Operated from _____ to _____

Sponsoring Business/Organization: _____

BUSINESS PLAN

	<i>Exceptional</i>	<i>Adequate</i>	<i>Inadequate</i>	<i>N/A</i>
Professional in appearance and presentation				
Reporting is complete in the following areas:				
Table of Contents				
Executive Summary				
Mission Statement and Goals				
The Management Team				
The Product or Service				
Marketing and Sales				
Production				
Personnel and Compensation Plan				
Information Technology				
Finance and Budget Forecast				
Risks and Conclusions				
Safety (optional)				
Examples of support documents (ie. promotional materials, invoices, etc.) are provided.				
Additional information/documentation adds to the report rather than detracting or cluttering the information				

Comments:

SHAREHOLDERS' REPORT

	<i>Exceptional</i>	<i>Adequate</i>	<i>Inadequate</i>	<i>N/A</i>
Professional in appearance and presentation				
Reporting is complete in the following areas:				
Table of Contents				
Letter to Shareholders OR the President's Report				
Sales and Marketing				
Management Discussion and Analysis				
Share Price History				
Summary of Financial Figures and Statements				
Auditor Report (optional)				
List of Directors and Employees				
Additional information/documentation adds to the report rather than detracting or cluttering the information				

Comments:

MINUTES OF MEETINGS

	<i>Exceptional</i>	<i>Adequate</i>	<i>Inadequate</i>
Format/presentation of minutes meets business standards.			
Minutes reflect procedures that followed an established agenda and business standards.			
Minutes reflect active and ongoing participation by ALL team members.			

Comments:

CHECKLIST

- ☐ Every member purchased at least one share in the company.
- ☐ Every member contributed to overall company sales; it was a team effort that did not rely on a handful of members for sales.
- ☐ Roles were clearly defined, and each member contributed in a meaningful position.
- ☐ Production kept up to, but did not exceed or fall short of, demand.
- ☐ Production was ongoing throughout the life of the business.
- ☐ The initial share offering did not exceed \$20/investor.
- ☐ Shareholder return is a minimum of 1%.
- ☐ The company made a charitable donation to a charity of choice.
- ☐ The company paid JA of Saskatchewan taxation in a timely fashion.
- ☐ All expenses (ie. wages, salary, commissions, overhead costs, etc.) were paid in a timely fashion.
- ☐ There are no outstanding accounts payable or receivable.
- ☐ A sample product or high-quality photograph of the product or service is provided.
- ☐ Minimum attendance of 80% was maintained.

Comments:

Nomination for
HUMAN RESOURCES MANAGEMENT

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications

Describe the nominee's contribution to the Human Resources Department of the company, specifically noting his/her ability to:

- maintain accurate records (ie. attendance, commissions/wages, hours, work schedules, etc.)
- take pride in the work,
- display professionalism at all times, and
- motivate, train, and encourage others.

Nominated by: _____

Date: _____

Signature: _____

Nomination for
INFORMATION TECHNOLOGY EXCELLENCE

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications

Describe the nominee's role within the Information Technology Department. Specifically highlight his/her contribution and its impact on the company's overall success.

Nominated by: _____

Date: _____

Signature: _____

Nomination for
PRODUCTION EXCELLENCE

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications

Describe the nominee's role within the Production Department. Specifically highlight his/her contribution and its impact on the company's overall production success.

Nominated by: _____

Date: _____

Signature: _____

Nomination for
MARKETING EXCELLENCE

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

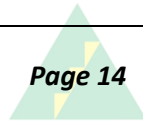
Qualifications

Describe the nominee's role within the Marketing Department. Specifically highlight his/her efforts to promote, sell and market, noting the impact on overall company success.

Nominated by: _____

Date: _____

Signature: _____



Nomination for
ENVIRONMENT, HEALTH, AND SAFETY EXCELLENCE

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications _____

Describe the nominee's role within the Environment, Health, and Safety Department. Specifically highlight his/her role in the development, implementation, monitoring, and ongoing improvement of the company's plan for a healthy and safe working environment.

Nominated by: _____

Date: _____

Signature: _____

Nomination for
FINANCIAL MANAGEMENT

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications

Describe the nominee's role within the Finance Department and the scope of his/her work; comment on total revenue, total expenses, number of invoices paid, number of deposits made, etc. Specifically highlight his/her ability to maintain accurate, up-to-date records and to constantly monitor and report on the company's financial position.

Nominated by: _____

Date: _____

Signature: _____

Nomination for
PRESIDENT OF THE YEAR

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications _____

What makes this nominee an *exceptional* leader and an outstanding ambassador of his/her company?
Reference leadership abilities, qualities, and actions within the context of the company experience.

Nominated by: _____

Date: _____

Signature: _____

Nomination for
SALESPERSON OF THE YEAR

Nominee _____

Position held within Company _____

Company _____

Town/City _____

School (optional) _____

Qualifications _____

Sales Record (# of units sold, \$ value of products or services sold, etc.):

Describe the nominee's demonstration of the following attributes while selling company products/services:

- outstanding professionalism,
- initiative, and
- perseverance.

Nominated by: _____

Date: _____

Signature: _____